



STATE CIVIL SERVICE COMMISSION MEETING FOR TUESDAY,
MARCH 6, 2013 HAS BEEN CANCELLED

MINUTES / ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, MARCH 6, 2013

9:00 A.M.

SHANNON S. TEMPLET
DIRECTOR

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- Roll Call

THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY MEETING AT 9:17 A.M. ON WEDNESDAY, MARCH 6, 2013. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS KENNETH POLITE, D. SCOTT HUGHES, C. PETE FREMIN, AND SIDNEY TOBIAS. COMMISSIONER G. LEE GRIFFIN WAS ABSENT.

- Employee Opportunity to Address the Commission. (No Attachment)

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:

- 1) Public Hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular No. 2013-005) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN.**

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE PAY PLAN PROPOSALS FOR EXHIBITS A THROUGH F, WITH EXHIBITS A & B BEING CONTINGENT UPON GOVERNOR'S APPROVAL; AND THE EFFECTIVE DATE OF ALL EXHIBITS TO BE SET BY DIRECTOR NO SOONER THAN TEN (10) DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL.

- 2) Notice that the State Civil Service Commission made a Provisional Appointment of the State Examiner for the Municipal Fire and Police Civil Service. **PURSUANT TO THE REQUIREMENTS OF CONSTITUTIONAL ANCILLARIES ARTICLE 14 SECTION 15.1, THE COMMISSION HAS APPOINTED ROBERT LAWRENCE AS THE PROVISIONAL STATE EXAMINER FOR THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE, EFFECTIVE FEBRUARY 18, 2013 UNTIL SUCH TIME AS THE STATE CIVIL SERVICE COMMISSION IS ABLE TO INTERVIEW AND APPOINT A NEW STATE EXAMINER.**

- 3) Request of the Division of Administration to appoint Monique Appeaning to serve as the Division of Administration's representative on the Comprehensive Public Training Program (CPTP) Policy Board pursuant to R.S. 42:2261. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 4) Request of the Louisiana Department of Veterans Affairs to exempt from the classified service, (1) Director of Veterans Outreach position, in accordance with State Civil Service Rule 4.1(d)2, effective March 6, 2013 through January 10, 2016. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST TO BE EFFECTIVE MARCH 6, 2013 THROUGH JANUARY 11, 2016.** (Position number and resume for incumbent must be emailed to misty.mcafee@la.gov . Please use **Request #6954** as the reference when transmitting this information.)
- 5) Request of the Louisiana Department of Revenue to exempt from the classified service, (2) Criminal Investigator positions, in accordance with State Civil Service Rule 4.1(d)2, with on-going authority, effective March 6, 2013. **State Civil Service recommends approval to exempt these two positions to be effective March 6, 2013 through January 11, 2016 ending concurrently with the Governor's term.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY STATE CIVIL SERVICE, EFFECTIVE MARCH 6, 2013 THROUGH JANUARY 11, 2016.** (Position numbers and resumes for incumbents must be emailed to misty.mcafee@la.gov . Please use **Request #6955** as the reference when transmitting this information.)
- 6) Request of the Pontchartrain Levee District for an exception per State Civil Service Rule 21.9(d) to pay exempt employees of the Maintenance and Police Departments at the time and one-half rate, effective March 18, 2013 through December 31, 2013, during the High Water Season, Hurricane Season, Limestone Hauling, and Annual Levee Inspections of the main line Mississippi River levee. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 7) Consideration of the Minutes of the Commission Meeting held on February 6, 2013. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 8) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
- Department of Culture, Recreation & Tourism
 - Governor's Office of Elderly Affairs
 - McNeese State University
 - University of Louisiana at Lafayette
- (Appearance by Melinda Robert of the Department of Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, MARCH 6, 2013

- 9) Request of State Civil Service to ratify the approval of layoff avoidance measures, in accordance with State Civil Service Rule 17.6, for the following agencies that submitted a Layoff Avoidance plan after October 1, 2012: State Plumbing Board of Louisiana and New Iberia Housing Authority. **State Civil Service recommends ratification of these plans, which was given interim approval by the Director on February 13, 2013 and February 28, 2013, both with an effective date of October 1, 2012.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**
- 10) Request of the Department of Wildlife and Fisheries to increase its Premium pay for employees working in remote locations from \$2.50 per hour to \$3.50 per hour for all hours worked, in accordance with State Civil Service Rule 6.16(a), effective March 6, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 11) Request of the Department of Health and Hospitals, Office of Public Health for a (1) year extension of job appointments for LaToya Louis, Administrative Coordinator 3 and Sonya Remkes, Administrative Coordinator 3, in accordance with State Civil Service Rule 23.5(a), effective April 1, 2013 through March 31, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 12) Request of the Louisiana Office of Student Financial Assistance (LOSFA) to exempt from the classified service, (1) College Access Challenge Grant Director position, in accordance with State Civil Service Rule 4.1(d)2, effective March 6, 2013 through March 5, 2015. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.** (Position number and resume for incumbent must be emailed to misty.mcafee@la.gov . Please use **Request #6956** as the reference when transmitting this information.)
- 13) Request of the Department of Public Safety, Office of State Fire Marshal to exempt from the classified service, (1) Director of Emergency Services position, in accordance with State Civil Service Rule 4.1(d)2, effective March 6, 2013 through February 2, 2014. **State Civil Service recommends approval to exempt this position to be effective March 6, 2013 through January 11, 2016 ending concurrently with the Governor's term.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY STATE CIVIL SERVICE, EFFECTIVE MARCH 6, 2013 THROUGH JANUARY 11, 2016.** (Original Request #6699)
- 14) Request of the Department of Public Safety, Office of State Fire Marshal to exempt from the classified service, (1) Deputy Chief position, in accordance with State Civil Service Rule 4.1(d)2, effective March 13, 2013 through March 12, 2014. **State Civil Service recommends approval to exempt this position to be effective March 6, 2013 through January 11, 2016 ending concurrently with the Governor's term.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY STATE CIVIL SERVICE, EFFECTIVE MARCH 13, 2013 THROUGH JANUARY 11, 2016.** (Original Request #6670)

- Director's Report
 - *Director Templet informed the Commission, in accordance with State Civil Service Rule 24.2(a)5(b), that she has waived the PET test for an employee who, after reviewing his application and personnel records, indicates he has been performing the duties of the position. This position has recently been moved from the unclassified service to the classified service and is located at the Louisiana Housing Corporation.*
 - *Director Templet provided the Commission with her "Why Civil Service" presentation. This presentation provides a brief overview of why Louisiana citizens voted for Civil Service and the changes in the law regarding Civil Service rules and powers.*
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- Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals and to discuss the procedure to be used to select the new State Examiner for Municipal Fire and Police Civil Service. (All Commissioners to verbally vote.) **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS AND TO DISCUSS THE PROCEDURE TO BE USED TO SELECT THE NEW STATE EXAMINER FOR MUNICIPAL FIRE AND POLICE CIVIL SERVICE.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 9:57 A.M. ON WEDNESDAY, MARCH 6, 2013.

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

DAVID DUPLANTIER, CHAIRMAN